

**Military Police**

# **Physical Security of US Army Museums**

**Headquarters  
Department of the Army  
Washington, DC  
1 April 1984**

**Unclassified**

# ***SUMMARY of CHANGE***

AR 190-18

Physical Security of US Army Museums

Effective 1 May 1984

**Military Police**

**Physical Security of US Army Museums**

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**By Order of the Secretary of the Army:**

**JOHN A. WICKHAM, JR.**  
*General, United States Army*  
*Chief of Staff*

**Official:**

**ROBERT M. JOYCE**  
*Major General, United States Army*  
*The Adjutant General*

**History.** This UPDATE issue is a reprint of the original form of this regulation that was published on 1 April 1984. Since that time, no changes have been issued to amend the original.

**Summary.** This regulation on physical security of US Army museums has been revised.

It updates policies and establishes security standards for safeguarding Army historical properties.

**Applicability.** This regulation applies to all Active Army, US Army Reserve, and National Guard museums that house Federal property.

**Proponent and exception authority.** Not applicable.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Army management control process.** Not applicable.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Commander, US Army Military Police Operations Agency, ATTN: PEMP–S, 5611 Columbia Pike, Falls Church, VA 22041.

**Interim changes.** Interim changes to this

regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is the US Army Military Police Operations Agency. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, US Army Military Police Operations Agency, ATTN: PEMP–S, 5611 Columbia Pike, Falls Church, VA 22041.

**Distribution.** Active Army and USAR–C; ARNG–D.

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\*This regulation supersedes AR 190–18, 19 July 1967.

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## Section I Introduction

### 1. Purpose

This regulation prescribes physical security standards, policies, procedures, and guidance to safeguard historically significant items in the care of the Army museum system.

### 2. References

Required and related publications are listed in appendix A.

### 3. Explanation of abbreviations and terms

#### a. Abbreviations.

- (1) AA&E—arms, ammunition, and explosives
- (2) IDS—intrusion detection system

b. *Terms.* Special terms used in this regulation are explained in AR 190-11, AR 310-25, AR 870-20, and DOD 5100.76—M.

### 4. Protection of historical items

a. Historically significant items will be protected to deter theft and vandalism without damaging the item or affecting the educational, training, and aesthetic value of the items.

b. Display of functional arms, ammunition, and explosives (AA&E), except those categorized antique or unique, is prohibited. The decision as to whether a weapon is antique or unique and should not be made temporarily inoperative for display purposes rests with the museum curator. Security requirements for antique or unique weapons on display will be determined by the supporting Provost Marshal's Office and this regulation. All weapons, when not on display, will be safeguarded according to AR 190-11.

c. All AA&E not rendered temporarily inoperable and not on display will be stored, secured, and inspected according to AR 190-11. Arms in storage may remain in operable condition. All other museum items will be secured and inspected according to this regulation.

### 5. Responsibilities

Installation commanders with museum activities in their commands will comply with this and other related regulations and directives.

### 6. Inspections

Physical security inspections of museum facilities will be conducted according to AR 190-13 and the criteria outlined in this regulation. Inspections of arms storage facilities will be according to AR 190-11.

### 7. Waivers or exceptions

a. Authority to grant waivers and exceptions constituting a standard below those prescribed in this regulation is delegated to the commanders of major Army commands and the heads of Army Staff agencies commanding field operating agencies and activities. This authority may not be further delegated.

b. Requests for waivers or exceptions will be coordinated with the provost marshal or security office of the installation or activity responsible for the museum.

c. A request for a waiver or an exception will include—

- (1) A statement of the problem or deficiencies that constitute standards below those cited in this regulation.
- (2) Compensatory measures in effect.
- (3) Reasons the museum cannot comply with the requirements of this regulation.

(4) A copy of the most recent museum physical security inspection report and a statement on the corrective action taken or planned on any deficiencies cited in the inspection report.

d. The museum and the approving headquarters will keep the waiver or exception on file, including the documents listed in c above. Waivers will be valid for 1 year.

e. Exceptions will be regarded as permanent; however, they will be reviewed by the approving authority at least once a year to determine if they need to be continued.

f. For waivers or exceptions regarding arms storage facilities, see AR 190-11.

### 8. Museum personnel

Military or civilian personnel assigned or attached (including special duty personnel) to staff an Army museum must be honest, responsible, and emotionally stable. Local file checks will be made before personnel are assigned or attached (including special duty personnel) to museum duties. Temporarily detailed personnel will work under close supervision of the permanently assigned staff. Those museum personnel considered for unaccompanied access to operable and inoperable AA&E will be processed and approved under the procedures established in AR 190-11, paragraph 2-14.

## Section II

## Museum Structures and Indoor and Outdoor Displays

### 9. Structural requirements

Museum facilities traditionally house one-of-a-kind, irreplaceable items of historical significance. Such items are generally considered invaluable because they are irreplaceable and should be considered sensitive property. They should be reasonably protected. The degree of protection necessary must be determined locally and in partnership between the museum curator, provost marshal or security office, and supporting engineers. Museum buildings and apertures providing access to the building should be modified or constructed so as to delay a determined intruder long enough for a security force to respond. Museum facilities will meet the minimum standards of AR 190-51. Security measures will be implemented for those facilities protected under the National Preservation Act of 1966 to the extent possible. Consistent with this act, intrusion detection system (IDS) coverage should be included for all unbarred windows and doors other than arms storage facilities.

### 10. Locks and keys

Key and lock control for AA&E will be according to AR 190-11, paragraph 2-8. For locations other than AA&E, key and lock control will be as stated in AR 190-51.

a. *Key custodian.* The museum director will be designated the key custodian, whenever feasible. The commander or designated deputy will appoint an alternate key custodian in writing. The custodian's duties will include—

- (1) Insuring the proper custody and handling of keys and locks.
- (2) Maintaining a key control register.
- (3) Maintaining a key control accountability system.
- (4) Insuring only authorized personnel have access to the keys.

#### b. Locks.

(1) Exterior doors used for access to museum facilities will be secured with approved secondary padlocks (procured under MIL-P-17802D, grade II, hardened steel shackle and steel case) or dead bolt or other locks equal to these devices if installation does not detract from the aesthetic value of the facility. Approved locking devices are contained in AR 190-11, paragraph 2-8.

(2) Vehicles and facilities in which vehicles are stored will be secured as stated in AR 190-51, paragraph 3-5.

#### c. Keys.

(1) Museum facility keys will be maintained separately from arms storage, high value item storage, and IDS keys.

(2) Keys will not be left unattended or unsecured at any time.

(3) The use of a master or multiple key system is prohibited.

(4) Where an Army museum or exhibit is secured by an approved IDS and the IDS is operational, museum personnel, as authorized by the museum curator or director, may remove the keys to the museum or exhibit from the installation at which the museum or exhibit is located. Unless authorized by the commander, where an approved IDS is not installed, the museum keys will not be removed from the installation, but will be locked in a secure strongbox in a secured location on post, such as the central Military Police station. Museum personnel, as authorized by the museum curator or director, will retain custody of the keys in this strongbox.

(5) The key control register should contain—

- (a) The signature of the person receiving the key.
- (b) The date and hour of issuance.
- (c) The serial number of the key.
- (d) The date and hour the key is returned.
- (e) The signature of person issuing the key.
- (6) If keys are lost, misplaced, or stolen, the affected locks will be replaced immediately.
- (7) Keys will be inventoried semiannually. Inventory records will be retained in the file for 1 year.
- (8) Where combination locking devices are used to secure items such as containers and display cases, the combination will be controlled and safeguarded according to AR 190-11, paragraph 2-8 *h*.

### 11. Security lighting

Interior and exterior lighting will be provided in all museum buildings in which sensitive property is located. Sensitive property is property requiring a high degree of protection and control because of its vulnerability to theft or potential for use in an illegal activity. As a minimum, all entrances will be lighted during hours of darkness. Use FM 19-30 to determine specific lighting requirements.

### 12. Intrusion detection systems

Installation of IDSs in lieu of other security requirements may supplement existing security measures or provide a commensurate degree of protection. Requirements for IDSs are in AR 190-11. Procedures for obtaining IDSs are outlined in AR 190-13. Additional guidance may be found in FM 19-30.

### 13. Exhibit or display cases

The viewing surfaces of exhibit or display cases will be constructed of at least 1/4-inch-thick plate glass, transparent acrylic plastic, or transparent polycarbonate plastic, securely fastened into frames or into the container. Where plate surfaces join at an angle, the edges will be bonded and rounded to prevent insertion of a pry tool. Cases with hinged openings must have all hinge butts concealed or spot welded or use a comparable security measure. Nonviewing surfaces of cases will be constructed to offer a higher degree of protection than the viewing surface.

### 14. Museum workshops

Workshops used by museum personnel for maintenance or restoration work will be secured at the close of each business day. Workshops containing AA&E will be secured as stated in paragraph 4 *c*.

### 15. Security forces

*a.* Each museum will be attended by at least one member of the museum staff, who will be tasked with museum security, while it is open to the public. (This function can be combined with other duties.) Museums that are organized within several separate, non-connecting buildings will have museum or security personnel in each facility or an electronic monitoring system. The museum attendant will be especially alert to detect pilferage, damage, or theft. To insure adequate surveillance of all parts of the museum, the installation of one-way mirrors and electronic sensing devices should be considered. Museum parks and exterior displays will be provided electronic surveillance where practical and checked periodically by security patrols.

*b.* Commanders must insure that all museums are on an assigned security patrol route and that special orders include an unscheduled check at least once every 8 hours by that patrol during nonduty hours on a daily basis.

### 16. Museum parks

Large items of historical property that are displayed outdoors in museum parks will be anchored when necessary to prevent theft. Pilferable component parts will be secured to a display or removed.

### 17. Museums in civilian communities

When museum facilities are located in civilian communities, the commander or his or her designated representative will establish liaison with local civil police agencies to insure that—

- a.* Periodic surveillance is conducted by local police.
- b.* A coordinated plan for security exists.

### 18. Reporting loss of property

Loss of historical property other than AA&E will be reported by the provost marshal or security office according to AR 190-40. See AR 870-20 for reporting requirements for loss of appropriated and non-appropriated fund property.

### 19. Accountability of equipment

Accountability of historical properties will be as stated in AR 870-5.

## Section III

## Museum Weapons and Ammunition

### 20. General

*a.* All operable and inoperable arms not on display will be secured according to AR 190-11.

*b.* Live ammunition will not be used for museum displays. Display ammunition, arming pins, caps, or other detonating devices will be rendered temporarily inoperable.

### 21. Transportation

Museum weapons in transit will be protected according to AR 190-11.

### 22. Arms storage facilities

Structural standards in DOD 5100.76-M are mandatory for new construction or modification of facilities for storage of arms, ammunition, and explosives. Existing facilities will be modified accordingly. Upgrading of temporary buildings must be consistent with approved plans for future development and new construction programs unless precluded by the National Preservation Act of 1966.

### 23. Arms on display

*a.* Ready-to-fire weapons containing self-primed metallic cartridges will be modified to make them temporarily inoperable. Removal of firing pins, internal mechanisms, or parts will satisfy this requirement; however, parts must be secured against pilferage. Modification will not detract from the display value of the item. Under no conditions will any weapon be permanently altered by welding or cutting without written approval of the Chief of Military History.

*b.* Weapons on display in exhibit or display cases will be secured to prevent their easy removal. Security measures will be as inconspicuous as possible so as not to detract from the aesthetic appearance of the display.

*c.* Classified component parts will be removed before any nonnuclear missiles, rockets, or other AA&E are displayed.

### 24. Accountability

All museum weapons are subject to the following requirements:

- a.* A current inventory by serial number must be maintained.
- b.* All weapons, with or without serial numbers, will be marked with a catalog number. Numbers should be easy to find, legible, and placed on the weapon in a position where they do not interfere with the display or study value of the weapon. Methods of marking weapons are in appendix B.
- c.* Commanders should consider photographing unique museum items as an identification aid in case of theft. Color photographs often preserve a more complete and accurate record than black and white photographs. Negatives should be kept separate from the original photographs.

*d.* A serial or catalog number list of weapons stored in banded or sealed containers will be fastened to the outside of each container. The contents will be authenticated with the signature of the curator or other responsible person. Banded containers will be examined quarterly for tampering and their contents inventoried annually. When seals are used, they will be controlled as stated in AR 190-51.

*e.* All museum weapons will be visibly inventoried, except weapons stored in banded containers, as follows:

(1) Museum personnel will inventory weapons by—

(a) Physical count weekly.

(b) Serial or catalog number quarterly.

(2) A disinterested officer will conduct a semiannual inventory of all weapons except those stored in banded containers. The results of this inventory will be kept for 1 year.

*f.* Inventory records will be kept on DA Form 2609 (Historical Property Catalog) according to AR 870–20. Inventory files must be maintained for at least 1 year.

## **25. Small Arms Serialization Program**

All weapons with serial numbers will be registered with the DOD Central Registry according to AR 710–3, chapter 7. A manual recording system should be used for those weapons that the Small Arms Serialization Program will not accept because they are foreign, have nonnumeric serial numbers, and so forth.

## **26. Missing or recovered museum weapons**

Procedures for reporting missing or recovered weapons are in AR 190–11, chapter 7.

## Appendix A References

### Section I Required Publications

#### AR 190–11

(Physical Security of Arms, Ammunition, and Explosives). Cited in paragraphs 3, 4 *b* and *c*, 6, 7 *f*, 8, 10, 10 *b*(1), 10 *c*(8), 12, 20, 21, and 26.

#### AR 190–13

(The Army Physical Security Program). Cited in paragraphs 6 and 12.

#### AR 190–40

(Serious Incident Report). Cited in paragraph 18.

#### AR 190–51

(Security of Army Property at Unit and Installation Level). Cited in paragraphs 9, 10, 10 *b*(2), and 24 *d*.

#### AR 310–25

(Dictionary of United States Army Terms). Cited in paragraph 3.

#### AR 710–3

(Asset and Transaction Reporting System). Cited in paragraph 25.

#### AR 870–5

(Military History: Responsibilities, Policies, and Procedures). Cited in paragraph 19.

#### AR 870–20

(Historical Properties and Museums). Cited in paragraphs 3, 18, and 24 *g*.

#### DOD 5100.76–M

(Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives). Cited in paragraphs 3 and 22.

#### FM 19–30

(Physical Security). Cited in paragraphs 11 and 12.

### Section II Related Publications

#### AR 230–1

(The Nonappropriated Fund System).

#### AR 735–11

(Accounting for Lost, Damaged, and Destroyed Property).

#### MIL–P–17802D

(Military Specification—Padlock and Padlock Sets, Low Security, Key Operated, Regular Open Shackles).

## Appendix B Marking of Museum Arms, Ammunition, and Explosives

### B–1. Purpose of marking

Marking of museum items serves three purposes:

- a.* It acts as a deterrent to the theft or pilferage of items.
- b.* It makes disposing of the item more difficult for the thief or pilferer (at pawnshops, for resale) since markings are not always easily removed.
- c.* It increases the chances for successful recovery of the property and prosecution of the criminal perpetrator. Good markings allow

police or investigators to prove more readily a loss to the Government, track a specific item, and “build a case” against the thief or pilferer.

### B–2. Location of catalog number

The numbers should be placed on the inside of the trigger guard or on the breach of the barrel opposite the lock.

### B–3. Marking methods

*a. Semipermanent markings.* Semipermanent markings can be applied by using a rapidograph or quill pen and nonwaterproof black india ink or oil paint (watercolors are not recommended as they may not adhere). After the paint has dried, apply a coat of varnish over the numbers. See *b* below regarding records maintenance.

*b. Permanent markings.* Permanent markings can be applied with a scribe or engraving tool. Such labeling, which can never be removed from the object, should be made only by specific arrangement with the responsible curator and written permission of the Center of Military History. This type of labeling is discouraged if the historical value of the item will be impaired through its application; however, if this is the case, a detailed description of the item should be kept. This includes recording potentially unique characteristics such as scratches and discoloration and their dimensions and location. The description will be retained on file by curators. Photographs, especially color, are extremely useful.



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